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INSTRUCTION  
NO LI 20-110-2

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PERSONNEL  
(Draft Date 5/26/55)

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SUBJECT: Organization and Meetings of Logistics Career Board

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1. GENERAL

This Instruction establishes policy relative to the organization of the Logistics Career Board, those individuals who will attend Board meetings, convening of Board meetings, and voting by Board members.

2. CONVENING OF MEETINGS

Meetings of the Logistics Career Board will be convened at the request of the Chairman of the Board, or at the request of the Director of Logistics. Normally, the Logistics Career Board will meet the first Tuesday of each month.

3. ORGANIZATION OF BOARD

The Logistics Career Board will consist of:

- a. A Chairman, Who is a Logistics Service Designee, to be appointed by the Director of Logistics to serve for an indefinite period of time.
- b. Four members appointed by the Director of Logistics consisting of the Assistant Director of Logistics and the Special Support Assistant, as permanent members and two Division or Staff Chiefs as rotating members. Rotating members will each serve for a six month period on a staggered basis so as to maintain a continuity of Board membership.
- c. Chiefs of the Administrative Staff and Personnel and Training Branch, Office of Logistics, or their designated alternates, who will attend Board meetings and serve as Technical Advisors to the Board.

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- d. Career Management Officer, Office of Logistics, or his designated alternate, who will serve as secretary to the Board, responsible for preparing and distributing an agenda prior to all Board meetings; presenting items to the Board for their discussion, review and action; and preparing and distributing approved minutes of Board meetings.
- e. Normally, the Board will invite representatives of Office of Personnel to attend Board Meetings in order to provide technical advice or assistance.
- f. Periodically, the Board will invite employees or officials to attend Board meetings in order to obtain from them information deemed essential in considering items under discussion.
- g. On occasion, the Board will invite Logistics Service Designees at the Branch Chief or equivalent level to attend Board meetings for the purpose of observing the Board in operation.

#### 4. VOTING

Each Board member will have one vote. A quorum will consist of three votes, one of which may be that of the Chairman. The Chairman of the Board will not vote except in the instance of tie votes.

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